



To: Joel Boyd, Superintendent  
From: Billie Jo Turner, Assistant Superintendent of Finance  
RE: Finance Officer (Payroll)  
Date: January 4, 2021

The Payroll Office currently has three clerks covering more than 2,000 employees. One of these three clerks is retiring in January and at least one of the other two clerks is retiring this Spring. We have two options:

- 1) Repost a clerical position to resume the retiree's duties.
- 2) Eliminate the clerk position and post a supervisory position instead with an increased skill set

Rather than replacing the January retiree with another clerical position, I recommend hiring a Finance Officer (Payroll) who will oversee payroll and serve as the liaison between payroll, HR, and City Hall. This position would assist in the reorganization of payroll and update it with more modern systems of entry to allow for a more timely and efficient process. In addition, with an increased skill set, this person can coordinate with HR and/or City Hall on step increase audits, step moves, implementation of payroll improvements in Munis such as transferring from a weekly to a biweekly payroll. Rather than my previous recommendation of increasing from three to four positions in payroll, it seems more cost considerate to maintain the 3-position department by merely hiring someone with a strong payroll skill set to replace the retiree who served us for 30 years. By hiring someone with supervisory skills, the transition within the Payroll Office over the next few months would be stabilized.

The current rate of pay for the outgoing retiree is close to \$60,000. The recommended pay range for the Finance Officer (Payroll) position states "not to exceed" \$75,000. This rate was determined using the previous Payroll Supervisor's salary grid in addition to information gained through the CFO list server. The potential \$15,000 increase is far more cost conservative than hiring a fourth person in this department.

# FINANCIAL OFFICER (PAYROLL)

## **PROFESSIONAL RESPONSIBILITIES:**

**This position directly serves to enhance employee relations through the school organization. The position will be primarily dedicated to delivering extraordinary service to the individual and serve as a liaison between the Finance Office and the City Auditor's office to streamline payroll function. The position will work closely with Human Resources and manage position control.**

Manage the day-to day payroll functions, supervise payroll functions, and complete service workers' payroll.

Manage the intake and processing of retirement actions.

Manage position control with the approved budget

Optimize systems and processes

Works with a variety of stakeholders to assist with all finance functions

Acts as a liaison to schools and departments by offering consultation and support on best practices, regulations, policies, and processes.

Perform other responsibilities or program requirements as assigned by the Assistant Superintendent for Finance and Operations and the Chief Operating Officer.

## **Qualifications:**

1. Bachelor's Degree preferred, but significant work experience in payroll and auditing functions will also be valued.
2. High-motivated and requiring of little supervision to achieve quality work;
3. Knowledge of fiscal best practices and legal/compliance requirements.
4. Superior customer service skills.
5. Highly organized and detail-oriented; ability to manage multiple projects and assignments.
6. Working knowledge of various local and state human resource mandates
7. Excellent organizational, interpersonal skills, and communication skills
8. An understanding of current educational best practices in an urban setting

**REPORTS TO:** Assistant Superintendent of Finance and Operations

**EFFECTIVE DATE OF EMPLOYMENT:** As soon as possible after posting close

**TERMS OF EMPLOYMENT:** Non Affiliated, 12-month position

**SALARY:** up to \$75,000 for 260 days of employment per year